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CHAPTER 6 - SUPPORT SERVICES FOR SUBMARINES

600. Introduction. The submarine mission dictates that some additional support services be provided and certain functions be modified. This chapter outlines those additional services and details the modifications required.

601. Support Services. Generally, functions will be accomplished as outlined in chapter 5. However, because submarines go on patrol or deploy, the following additions and modifications to support services are required. Further additions/modifications may be made locally based on mutual agreement between the submarine and PERSUPPACT COs.

a. Service Records. PERSUPP DETs which support submarines will provide either microfiche or paper copy of the following service record pages and documents. PERSUPP DET will provide copies of any changes to these pages as they occur. Additional microfiche or copies should be addressed by mutual agreement between the submarine and PERSUPPACT COs. Where applicable, provide the SDS substantiating document (subdoc) instead of the indicated NAVPERS form.

Enlisted

DD 4 (Enlistment/Reenlistment Document)
NAVPERS 1070/601 (Immediate Reenlistment Contract).
NAVPERS 1070/621 (Agreement to Extend Enlistment)
NAVPERS 1070/602 (Dependency Application/Record of Emergency Data)
NAVCOMPT 3072 (Dependency Certification) (if any)
NAVPERS 1070/604 (Enlisted Qualification History)
NAVPERS 1070/605 (History of Assignments)
NAVPERS 1070/606 (Record of Unauthorized Absence) (if any)
NAVPERS 1070/607 (Court Memorandum) (if any)
NAVPERS 1070/609 (Enlisted Performance Record)
NAVPERS 1070/613 (Administrative Remarks)
Personnel Reliability Screening Sheet OPNAV 5520/20
(Certificate of Personnel Security Investigation, clearance and access)
Previous DD 214's, page 5's, page 9's, and enlistment/reenlistment contracts
Enlisted Performance Evaluation Reports

Officer

Officer preference card
Officer Data Card

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Permanent letters of designation or revocation of special qualifications
Any official correspondence affecting assignment and utilization of the officer
Personnel Reliability Screening Sheet
OPNAV 5520/20 (Security clearance)
NAVPERS 1070/602 (Record of Emergency Data/Dependency Application)
SGLV 29-8286 (SGLI Designation)
NAVCOMPT 3072 (Dependency Certification) (if any)

b. Examinations and Advancement. It may be necessary for both the submarine and the PERSUPP DET to order, control, and administer performance tests, military leadership, and Navy-wide advancement examinations. Interface functions with regard to examinations and advancement will be accomplished as outlined in chapter 5 when the submarine is in homeport and for the off-crew. If the submarine is on patrol/deployment, examination and advancement interface functions will be accomplished as outlined in the following paragraph.

c. Pre-patrol/Deployment Brief. A pre-patrol/deployment brief is conducted for all submarines. This brief is usually attended by key submarine, squadron, and PERSUPP DET personnel. A complete review of all pending/planned personnel and pay transactions is discussed, as well as any unusual requirements which may arise during the patrol/deployment.

d. Interface Functions During Patrol. The following outlines functions to be accomplished in connection with patrol. The key is for each to keep the other informed of actions affecting personnel and pay matters which will occur during patrol, appropriate documents or information required to execute these transactions is furnished in a timely manner.

PERSUPP DET

Provide standard and ad hoc SDS reports per ship's desires.

Provide E-2 and E-3 advancement eligibility listings through scheduled patrol. Effect advancements

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Review reports and return to PERSUPP DET for correction as necessary prior to patrol.

Note advancement recommendations, sign and return listings to PERSUPP DET prior to

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on scheduled date for recommended personnel.

Provide a special TIR advancement eligibility listing for any Navy-wide exams to be conducted during patrol. Prepare advancement worksheets on return of verified listing.

Make any service record entries required. Forward worksheets to boat prior to deployment. File completed worksheets in service records on return from deployment.

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patrol. Prepare certificates and advance personnel on scheduled date.

Verify listing and return to PERSUPP DET. Order and control any required performance tests, military leadership and advancement exams. Administer exams.

Forward answer sheets at first opportunity and destroy exams per the Advancement Manual. Forward completed worksheets to PERSUPP DET on return. If exam results are forwarded to boat, provide copy of ESVR and RCAs to PERSUPP DET when received or upon return. As far in advance of scheduled advancement date as possible, inform PERSUPP DET of advancement recommendations withdrawn and advancements to be withheld. Take action to invalidate exams, where appropriate. Prepare frocking certificates/letters, if desired, and Page 13. Forward Page 13 and other information required for service record entries to PERSUPP DET. Prepare

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Provide Good Conduct Medal certificates for personnel who will become eligible during patrol. Make service record entry.

Provide listing of personnel receiving single basic allowance for quarters (BAQ)/variable housing allowance (VHA) prior to patrol. Stop separate rations (RATSSEP), BAQ/VHA per current regulations. Restart as appropriate on return.

Process requests for advance pay and allowances.

Renew ID cards for dependents as necessary.

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advancement certificates on date of advancement for pay purposes.

Procure medals and award on appropriate date. Notify PERSUPP DET of any not awarded.

Verify listing and return to PERSUPP DET prior to deployment. Notify PERSUPP DET of restarts on return.

Provide a listing, certified by CO or XO, of those approved for advance pay and allowances.

Ensure members review dependents' ID cards for possible expiration during patrol. Direct those needing new ID cards to the PERSUPP DET. Ensure members verify accuracy of DEERS records and provide appropriate documents to correct.

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Prepare reenlistment documents in advance for reenlistments that will occur during patrol. Obtain signatures on all documents, as required, except reenlistment contract. Provide contract and other reenlistment documents, as necessary, to boat. Release reenlistment event upon confirmation of reenlistment.

Prepare new Page 2's as required.

Process family separation allowance (FSA) entitlement per current directives.

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Schedule physical for completion prior to patrol. Notify PERSUPP DET of results. Safeguard contract and other documents. Advise PERSUPP DET by fastest available means if reenlistment will not occur as scheduled. Forward contract to PERSUPP DET immediately upon return.

Direct members to report to PERSUPP DET to verify Page 2's prior to patrol.

Submit certified listing of personnel who will be eligible for FSA during deployment.